




2016 PERSONAL PROPERTY DECLARATION
Personal Property Assessment 4/1/2016

Name/Address Corrections:

THIS DECLARATION IS REQUIRED UNDER MAINE STATE STATUTE, TITLE 36, §601 & 706 AND MUST BE RETURNED TO THE ASSESSOR'S OFFICE NO LATER THAN **MAY 1, 2016**.

TAXPAYERS WHO DO NOT COMPLY MAY FORFEIT THEIR RIGHT TO APPEAL. ALTHOUGH THIS SCHEDULE WILL BE ACCEPTED BY THE ASSESSOR AS IN COMPLIANCE WITH THE STATUTES, NEITHER THE ASSESSOR OR THE CITY OF SACO CAN GUARANTEE THAT THE BOARD OF REVIEW OR THE COURTS WILL ACCEPT IT AS A "TRUE AND PERFECT LIST" SHOULD THE TAXPAYER DESIRE TO APPEAL AS PROVIDED BY LAW FROM THE VALUE DETERMINED BY THE ASSESSOR. IF THIS FORM (OR A SUBSTITUTE FORM) IS NOT RETURNED, IT WILL BE NECESSARY TO ESTIMATE THE VALUE OF YOUR PROPERTY AND BASE YOUR TAX BILL ON THIS ESTIMATE.

 **Park Models/Camper Trailers:** Per Maine State Law, municipalities may assess (park model/camper trailers) housed year round in a Maine campground as personal property. Personal property is assessed only on the Park Model/Camper Trailer itself except for any additional structures attached to the dwelling or outbuildings (such as a shed).

☐ **Moved or Out of Business:** Please indicate whether the business is no longer located in Saco as of **April 1, 2016**. State the effective date and the reason (moved, closed, never opened, different owner).

Effective Date: _____ Brief Explanation: _____

PLEASE PROVIDE AN ITEMIZED LIST OF **ALL** PERSONAL PROPERTY, EACH AND EVERY ITEM. THE LIST IS PREFERRED TO BE SUBMITTED **ELECTRONICALLY IN EXCEL FORMAT** to Kate Kern, CMA, Deputy Assessor at kkern@sacomaine.org.

Fax is also available at 207-282-8209

Return this form by May 1, 2016- Please provide a COMPLETE listing of all your personal property.

Having carefully read the above and completed this *2016 Personal Property Declaration in its entirety*, I hereby certify that the information reported herein is full, true, and correct to the best of my knowledge and belief (*forms not signed will be returned for signature*).

Printed Name: _____ Signature: _____

Title: _____ Date: _____



INSTRUCTIONS: List all equipment used for the nature of your business- machinery, furnishings & fixtures, & computerized/electronic equipment.

CODE: (M) GENERAL MACHINERY/EQUIPMENT (F) FURNITURE & FIXTURES (C) COMPUTER & ELECTRONIC HARDWARE

ITEM DESCRIPTION	USE CODE	DATE ACQUIRED	NEW (N) USED (U)	YEAR OF MANUFACTURE (USED)	ORIGINAL PURCHASE PRICE	VALUE ESTIMATE (IF ORIGINAL PRICE UNK)



PARK MODEL/CAMPER TRAILER INFORMATION:

Make/Model/Type:	Year:	Size:	Purchase Price:	Purchased New or Used	Serial Number:



LEASED PERSONAL PROPERTY AS OF APRIL 1, 2016

Note: that any leased items will be assessed to the Lessor, unless there is a specific agreement that states you are responsible for the property tax. Attach additional lists as necessary.

LEASING COMPANIES: Submit a complete list of all items leased to businesses located in **SACO** and situated as of April 1, 2016. Please provide equipment type, business name and physical location for each item.

PLEASE ☒ THE BOX THAT APPLIES TO YOUR LEASED PERSONAL PROPERTY:

☐ MY BUSINESS IS RESPONSIBLE FOR PAYING THE TAXES ON THE FOLLOWING LEASED PERSONAL PROPERTY.
BILL MY BUSINESS DIRECTLY

☐ THE LESSOR IS RESPONSIBLE FOR PAYING THE TAXES ON THE FOLLOWING LEASED PERSONAL PROPERTY.

Lessor Name: Address: Telephone Number: Name of Contact Person:					
Item Description/Model Number	Original Cost	Monthly Payment	Lease Dates		Lease/Purchase? (yes or no)
			From	To	

BUSINESS EQUIPMENT TAX REIMBURSEMENT (BETR) PROGRAM

The State Legislature has enacted a program to reimburse businesses for property taxes paid to municipalities on certain business equipment brought into service after April 1, 1995.

Applications for reimbursement are available each year in August for the prior tax year and can be obtained at:
<http://www.maine.gov/revenue/forms/betr/>

City of Saco Assessors:
<http://www.sacomaine.org/departments/assessor/assessor.shtml>

BUSINESS EQUIPMENT TAX EXEMPTION (BETE) PROGRAM

The State Legislature has enacted a program to exempt certain business equipment brought into service after April 1, 2007. The program is limited to certain types of businesses and certain types of equipment. You must apply annually for all eligible equipment. Note that if you do not apply for BETE, previously exempted equipment will become taxable.

If you believe you have business personal property that may be eligible for the Business Equipment Exemption, please contact our office or Maine Revenue Services for a copy of the BETE application form.

<http://www.maine.gov/revenue/propertytax/propertytaxbenefits/bete.htm>

The deadline to apply for the BETE program is May 1st. Any requests for an extension of the deadline must be made in writing.

<http://www.sacomaine.org/departments/assessor/assessor.shtml>